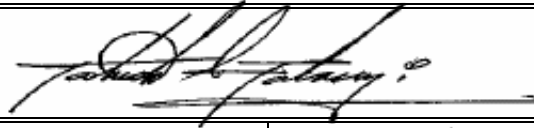


**IDAHO STATE
DEPARTMENT OF AGRICULTURE**

APPROVED BY:



ORIGINAL EFFECTIVE DATE:

October 30, 1991

REVISION DATE:

February 5, 1999

TITLE: SMOKING POLICY

Policy Statement

It is the policy of ISDA to prohibit smoking within all Department locations except in designated smoking areas.

New employees will be informed of the smoking policy during employee orientation. During initial interviews for positions, job applicants will also be informed of the Department policy.

Entrances to all ISDA offices will be posted with appropriate "no smoking" signs. Other areas throughout the buildings will be signed as needed.

This policy prohibits smoking in all Department vehicles, which are shared or pooled.

Each division administrator shall determine his/her division's smoking policy when state vehicles are specifically assigned or designated to a particular individual. (However, common courtesy should be observed; if a non-smoker is present in the state vehicle and requests no smoking, then the smoker will refrain from smoking.)